

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**November 16, 2004**  
**Aldermen Smith, Guinta,**  
**Osborne, Shea, Thibault**

**4:30 PM**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Guy Beloin, Financial Analyst II, submitting the City's Monthly Finance Statements for the four months ended October 31, 2004 for FY2005.  
**Gentlemen, what is your pleasure?**
4. Communication from Randy Sherman, Deputy Finance Officer, providing a listing of budget transfers approved at the end of FY2004.  
**Gentlemen, what is your pleasure?**
5. Communication from Randy Sherman, Deputy Finance Officer, providing a summary by department of travel costs incurred for FY2004.  
**Gentlemen, what is your pleasure?**
6. Communication from Sharon Wickens, Financial Analyst II, submitting reports as follows:
  - a) department legend;
  - b) open invoice report over 90 days by fund;
  - c) open invoice report all invoices for interdepartmental billings only;
  - d) open invoice report all invoices due from the School District only;
  - e) listing of invoices submitted to City Solicitor for legal determination; and
  - f) accounts receivable summary.**Gentlemen, what is your pleasure?**

7. Communication from Sharon Wickens, Financial Analyst II, submitting the 1<sup>st</sup> quarter FY2005 write-off list for the Accounts Receivable module.  
**Gentlemen, what is your pleasure?**

### **TABLED ITEMS**

**A motion is in order to remove any of the following items from the table for discussion.**

8. Reports requested of Finance Department as follows:
  - a) inventory of City departments on HTE systems and a description of how system works;  
*(Tabled 08/17/2004 – response from Finance dated 09/20/2004 enclosed.)*
  - b) summary of Civic Center line item regarding policy decisions with respect to fees and contracts.  
*(Tabled 08/17/2004 – responses from City Clerk and Finance Departments enclosed.)*
9. If there is no further business, a motion is in order to adjourn.